

TERMS & CONDITIONS OF VEHICLE HIRE:

GENERAL

1. Drivers and passengers are not allowed to smoke in the **Portsmouth Scouts Minibus** vehicle.
2. Vehicle is to be refuelled before it is returned, we operate a full tank to full tank policy. Failure to do so may result in a £30.00 surcharge being added to the hirer's invoice over the price of refuelling the vehicle.
3. Vehicles must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the hire. Failure to do so may result in a £30.00 surcharge being added to the hirer's invoice.
4. **Portsmouth Scouts** reserve the right to ban a driver from driving the minibus should that person allow another person who has not been registered with **Portsmouth Scouts** to drive the **Minibus**.
5. **Portsmouth Scouts** reserve the right to ban a driver from driving the **Portsmouth Scouts Minibus** if there are reasonable grounds for believing that person knowingly failed to report any damage to, or accident involving, the **Portsmouth Scouts Minibus** whilst it was in their care (i.e. during a hire).
6. Should a group fail to turn up for a booked hire, or give little or no notice of cancelling their hire, **Portsmouth Scouts** reserve the right to levy a charge of £30.00 per day for each day cancelled.
7. Should a group persistently cancel their bookings, **Portsmouth Scouts** reserve the right to levy a charge of £30.00 per day for each day cancelled, regardless of the length of notice given for the cancellation.
8. **Portsmouth Scouts** reserve the right to reject, cancel or vary any booking if the purpose for which the vehicle is to be used is inconsistent with the aims, objectives or rules of **Portsmouth Scouts Minibus**.
9. In the event of cancellation or change to a booking by **Portsmouth Scouts**, no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and **Portsmouth Scouts** cannot be held responsible for breach of contract in such circumstances.
10. Drivers should ensure that **ALL** doors are unlocked before allowing passengers to board the minibus.
11. You **MUST** be able to provide a contact telephone number that will be manned during the time of the hire. This is especially important for hires outside normal office hours. If you do not provide such a telephone number, **Portsmouth Scouts** cannot be held responsible for any failure to inform you about any emergency or other problem associated with the hire.
12. Any fines during self-drive hires resulting from illegal parking will be passed onto, and are the responsibility of, the hirer. **Portsmouth Scouts** reserve the right to make payment and then recover the amount from the hirer. The hirer is responsible for any charges (tolls etc.) arising through the use of the vehicle.
13. Any prosecution of a driver arising from the use of **Portsmouth Scouts Minibus** will be the responsibility of the hirer and/or driver. This includes any charges against a driver arising from vehicle defects.
14. Drivers must not drive whilst under the influence of drugs or alcohol.
15. Drivers must not indulge in dangerous driving, or abuse the vehicle.
16. Drivers must inspect the vehicle before and after each hire, and note down any damage or fault on the log sheet.
17. The hirer is responsible for maintaining correct oil and water levels, and correct tyre pressures, during the period of the hire.
18. The hirer may be liable for the cost of replacing a tyre if it is damaged beyond repair due to kerbing, or being driven on whilst it is flat or punctured.

19. The minibus must be returned no later than the previously booked time. Should an unauthorised late return of a vehicle result in another group being unable to hire the vehicle at the time they booked, any resultant financial liability may be passed on to the first group. Wilfully keeping a vehicle beyond the booked time can be construed as taking the vehicle without the owner's consent. In such cases, **Portsmouth Scouts** reserve the right to take any appropriate action to recover the vehicle. **Portsmouth Scouts** reserve the right to levy an additional surcharge of £10.00 per hour (or part thereof) in the event of an unauthorised late return of a vehicle. **Portsmouth Scouts** reserves the right to refuse hirer requests from groups who are persistently late in returning vehicles.
20. Receipts for oil or minor repairs incurred during the hire must be returned to the **Portsmouth Scouts Minibus** coordinator, together with the log sheet and vehicle keys. Failure to do so will result in these costs NOT being deducted from the invoice.
21. Any accident or damage to the vehicle must be notified to **Portsmouth Scouts** as soon as possible. The cost of any damage not covered by the insurance will be recoverable from the hirer and £250.00 holding cheque to cover any accidental damage is required.
22. Engine damage resulting from the wrong type of fuel being used while on hire will be the responsibility of the hirer, who will have to pay the full repair costs.
23. Drivers should remember that speed limits for minibuses are not the same as those for cars. The limits are as follows:

	Speed Limit (mph)
Built up areas* (where no lower limit applies)	30
Single carriage way roads (where no lower limit applies)	50
Dual carriageways (where no lower limit applies)	60
Motorways (where no lower limit applies)	70
Motorways (when towing a trailer) (where no lower limit applies)	60

24. *The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise. For more details, refer to the **Highway Code**.
25. Drivers should note that the minibus has a speed limiter fitted that will prevent the vehicle exceeding **62mph**. This is very important to bear in mind, particularly when overtaking. The speed limiter is a legal requirement.